



## GETTING STARTED

### To Login

1. Go to <https://www.compliancehealthcheck.com/>
2. Click Yes, if you receive the prompt "Do you want to proceed" – this allows you to trust our site digital certificate.  
*Note - If you need to obtain a user account for login, please "Sign up" for an account on our homepage.*
3. Read more information provided under the menu options on our home page i.e. About, Products, Services, Customers, Partners, News and Contact.
4. Click on the "Sign in" link on the top of our home page, then
  - a. Download and read the "Compliantz License Agreement" referenced at the bottom of this page.
  - b. Enter given Name, ID and Password.
  - c. Click on the "Login" button.

### To Create Profile

1. Click on "Profiles" tab.
2. Click on "[Add a new Company Profile](#)" link.
3. Enter "Company Profile Name"
4. Select ISO Standard and Version, Industry Group, Organization Size, Revenue Level (\$Millions), and Country/Region.
5. Enter all required information and click the "Add Profile" button.  
*Note - You are allowed up to X profiles for each account, and you cannot delete profiles.*  
*Note – You have to define a process owner for each Control Section when creating a Company profile; this enables the application to keep a record of who answered each Control Section question. This could be a one-to-one or one-to-many relationship.*

### To Query Knowledge Base

1. Click on the "Knowledge Base" tab.
2. Select a "Company Profile" and click the "Lookup From Profile" button to view applicable regulations and best practices.  
Or  
Select Industry Group, Organization Size, Revenue Level (\$Millions) and Country/Region then click the "Lookup from Selections" button to view all applicable regulations and best practices.

### To Lookup References

1. Click on the "References" tab.
2. Use the "Regulatory Fact Sheets" drop down list to view specific fact sheets.
3. Use the "Regulatory Standards" drop down list to view specific standards.

### To Run Assessment

1. Click on the "Assessment" tab.
2. Select a "Company Profile" and click the "Perform/View Assessment" button.
3. Click "OK" button to proceed.  
*Note - The 11 control sections in ISO 17799:2005 / ISO 27001:2005 or 10 control sections in ISO 17799:2000 will be displayed.*
4. Select the "Control Section" you desire.
5. Click the "Perform/View Assessment" button and the application will display the questions that need to be answered.  
*Note - Also displayed will be 2 columns, one indicating the regulations relevant to each question (GLB Act, HIPAA, etc). We recommend that you complete all questions to rate your compliance*



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across multiple regulatory requirements, however, if for example you wish to test for just HIPAA compliance and the HIPAA box beside the question is not checked, simply select N/A.

Note - N/A answers will not be used in the overall compliance rating.

6. Click the "Submit Responses" button to save your responses.  
*Note – Do not remain on the assessment page for too long before clicking on the "Submit Responses" button, or else you risk losing your responses, due to the browser session timing out before you get to submit your responses. To avoid this type of situation, you may choose to click the "Submit Responses" button at regular intervals.*  
*Note - You may log out of the application and come back later to complete any outstanding questions and the application will keep a history of all submitted answers.*

## To View Report

1. Click on the "Reports" tab.
2. Select a "Company Profile" and click the "View Report" button to view Percentage rating, Bar Chart, Pie Chart highlighting areas of non-compliance in RED.  
*Note - You can go to the reports section at any time to get a rating on your completed sections. Your answers will be saved in our application database and can be retrieved later using your profile name.*

## To View Recommendation

1. Click on the "Recommendations" tab.
2. Select a "Company Profile" and click "View Recommendations" button.  
*Note - Recommendations displayed here are valid for completed questions only and are not final until all assessment questions have been answered.*

## To Logout

1. Click on the "Logout" tab.
2. Close your browser, for maximum security.

## To Provide Feedback

1. Go to <https://www.compliancehealthcheck.com>
2. Login to the application
3. Click on the "Home" tab.
4. Right click on "Feedback Form" link at the bottom of the page to download the feedback form.
5. Complete this Feedback Form and return to us via e-mail at the designated address.

## Need Help?

1. Send an e-mail to [products@eFortresses.com](mailto:products@eFortresses.com)
2. Call us on **404-238-0588**